

# April

## 2014 Calendar

State Professional Development Center  
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Helena, Montana 59620  
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Class Name	Dates & Times	Cost	
<a href="#">Effective Communication Skills</a> (Cancelled)	<b>April 1 (Cancelled)</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Advanced Purchasing Methods &amp; Issues</a>	<b>April 3</b> 8:30 a.m. - 4:30 p.m.	\$50	<a href="#">Register</a>
<a href="#">Effective Meetings</a> (Cancelled)	<b>April 3 (Cancelled)</b> 10:30 a.m. - Noon	\$60	<a href="#">Register</a>
The Leadership Challenge - **Kalispell Rescheduled from March date**	<b>April 7, 8 &amp; 15</b>	\$400 + materials fee (Leadership Practices Inventory)	<a href="#">Register</a>
<a href="#">The Leadership Challenge Series</a> (Missoula)	<b>April 9, 10, 16</b> 8:30 a.m. - 4:30 p.m.	\$400 + materials fee (Leadership Practices Inventory)	<a href="#">Register</a>
<a href="#">Montana's Wrongful Discharge Act</a> (3.0 CLE credits)	<b>April 9</b> 9:00 a.m. - Noon	\$135 (price includes book: <i>Montana Cases &amp; Considerations</i> )	<a href="#">Register</a>
<a href="#">Evidence Based Management</a>	<b>April 9</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Initiating &amp; Navigating the RFP Process</a>	<b>April 10</b> 8:30 a.m. - 4:30 p.m.	\$50	<a href="#">Register</a>
<a href="#">Beginning Excel 2010</a>	<b>April 15</b> 9 a.m. - 3 p.m.	\$110	<a href="#">Register</a>
<a href="#">Performance Management</a>	<b>April 15</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Citizen Engagement in the 21st Century</a>	<b>April 16</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Leading Innovation</a>	<b>April 22</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Effective Presentations</a>	<b>April 22 (1:00 - 4:30 p.m.)</b> <b>Apr 23, 24 (8:30 a.m. - 4:30 p.m.)</b> <b>Apr 25 (8:30 a.m. - Noon)</b>	\$245	<a href="#">Register</a>
<a href="#">State Budget Process</a> (Class is full. 03/26/2014)	<b>April 24</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Beginning PowerPoint 2010</a>	<b>April 29</b> 9:00 a.m. - 3:00 p.m.	\$110	<a href="#">Register</a>
<a href="#">Remote Management</a>	<b>April 29</b> 8:30 a.m. - Noon	\$95	<a href="#">Register</a>
<a href="#">Contemporary Writing Skills</a>	<b>April 30</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
<a href="#">Performance Driven Leadership</a>	<b>April 30</b> 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>

### **Effective Communication Skills (PD4001)** (Cancelled)

In order to develop more engaged employees and citizens, it is vital that effective communication strategies be used. This course develops the methods to ensure that communication is more accurate and sensitive to different perspectives. The participants will explore the obstacles to effective communication and techniques to overcome them.

### **Advanced Purchasing Methods & Issues (PD5032)**

This session covers building, writing, opening, and awarding Request for Proposals, Invitation for Bids, and Requests for Information. It also focuses on advanced procurement issues such as leasing vs. buying, public access, protests, grants, and ethics.

### **Effective Meetings (PD1047)** (Cancelled)

In this class, we will discuss how to set expectations, identify meeting types, enhance the meeting environment, deal with difficult participants; keep the meeting on track; and record decisions and actions.

### **The Leadership Challenge® Series (PD5066)**

A three day series will challenge the way we look at leadership. There is a need for people to lead us to greatness, to inspire others, to seize opportunities, and make a difference. The Leadership Challenge® takes an introspective look at our leadership strengths and weaknesses. We will identify ways to build collaboration, teamwork, and trust. A core component of the Leadership Challenge® is the Leadership Practices Inventory, a 360-feedback instrument, which identifies our behaviors around the Five Practices. We'll begin with a 50,000 foot view and bring it down to specific goals for our organization.

### **Montana's Wrongful Discharge Act (PD5057)**

Montana is unique among the 50 states: it's the only state with statutory law governing wrongful discharge. The Wrongful Discharge from Employment Act balances the rights of employers with protection for employees. It imposes important responsibilities on both parties. This course is appropriate for anyone who wants to learn about the Montana statutes and important case law interpreting them. **3.0 CLE credits.**

### **Evidence-Based Management (PD5080)**

Managers frequently fall into the trap of buying into the latest fad or technique. Even though there is usually plenty of evidence to discredit some practices, it is not used. Evidence-based management is conducted by managers who recognize the limits of their own knowledge and seek the most effective solutions to problems. This class develops the idea of evidence-based management and the skills needed to adopt it.

### **Initiating & Navigating the RFP Process (PD5018)**

This seminar is intended for anyone with actual or potential responsibility for developing, soliciting, and evaluating Request for Proposals (RFP). It will identify when to use the RFP process, how to establish proposal requirements, criteria, evaluation committees, proposal conferences, negotiations, and proposal awards and monitoring.

### **Excel: Beginning (PD5064)**

This is a beginning course for those who are unaccustomed to using spreadsheets or who have had very little experience with Excel 2010. Participants will become familiar with the Excel 2010 program screen and have a better understanding of the “ribbon”. Editing and formatting worksheet basics with an overview of formulas will be reviewed.

### **Remote Management (PD1023)**

Supervising employees remotely brings unique challenges. This class will explore the challenges and solutions to managing remote employees. Topics will include benefits to remote management, challenges, tools and tips, and the attributes of successful remote managers. Finally, this class will visit the foundations to performance management appraisals and coaching, as well as strategies to build trust with remote teams.

### **Performance Management (PD2028)**

A critical part of effective management includes delivering expectations, observing performance, and providing accurate feedback. This class will provide participants an overview of managing and developing work performance. The class will include analysis and evaluation of appraisals. In addition, this class will provide an introduction to the development process called performance management coaching.

### **Citizen Engagement in the 21<sup>st</sup> Century (PD5087)**

After decades of “bureaucrat bashing” public administrators have realized that a major problem is in how we go about engaging citizens. If citizens feel disempowered they tend to blame the public worker. Attendees will learn some ideas of how to engage citizens in the decision making process in a way that restores the ideals of public service. The public employee is more engaged if they can have the core values that contribute to Public Service Motivation (PSM) reinforced. One such key value is the recognition of providing an authentic public service.

### **Leading Innovation (PD5078)**

Public and non-profit organizations continue to face challenges in terms of access to resources and a rapidly changing world. This course develops the means to guide an innovative organization that replaces rule-bound bureaucracy with creative and nimble practices.

### **Effective Presentations (PD4002)**

This class focuses on preparing and delivering effective presentations. A key element of the class is that we will video participants as they make two brief presentations. The class also includes a hands-on PowerPoint mini-course.

### **State Budget Process (PD5059)** **(Class is full. 03/26/2014)**

This one-day course looks at the state budgeting process from planning to perusing reports. It's valuable for all state employees. This class will explain:

- The Executive Planning Process
- Budget preparation
- OBPP and LFA analysis of budget requests
- Preparing for the Legislature
- Legislative Session
- Projecting Expenditures
- Managing the Budget
- Management Tools in SABHRS

### **PowerPoint: Beginning (PD5062 )**

In this session, we will create backgrounds from design templates, use watermarks with text, insert pictures and text, customize bullets, add slide transitions and animations, and create handouts with notes. We'll discuss the "do's and don'ts" of effective presentation visuals. Students may bring their own presentation information or work from a class handout.

### **Contemporary Writing Skills (PD3002)**

Poor business writing can create an unfavorable impression, foster misunderstandings, and waste time. But it doesn't have to be that way. This class will go over the essential rules to avoid grammar and punctuation mistakes along with tips to write clearly and concisely.

### **Performance-Driven Leadership (PD5077)**

Since the passage of the Government Performance and Results Act of 1993 (P.L. 103-62) there has arisen an array of performance driven programs. What is needed is a performance driven leadership that integrates the development of performance measures with actual outcome-centered practices. This course will demonstrate how to draft performance measures and properly carry them out.